



CITY OF PATASKALA

RESOLUTION 2020-007

Passed January 21, 2020

A RESOLUTION CREATING AND ESTABLISHING SEVERAL NEW POSITIONS WITHIN THE CITY OF PATASKALA PARKS AND RECREATION DEPARTMENT, TO WIT: HEAD LIFE GUARD, LIFE GUARD, FACILITY ASSISTANT POOL MANAGER, AQUATIC FACILITY PROGRAM COORDINATOR, AND PARKS AND GROUNDS MAINTENANCE WORKER

WHEREAS, in November 2019, the Personnel Board of Review, reviewed and approved five new job descriptions for the following new positions within the Parks and Recreation Department: Head Life Guard, Life Guard, Aquatic Facility Assistant Pool Manager, Aquatic Facility Program Coordinator, and Parks and Grounds Maintenance Worker.

WHEREAS, Council for the City of Pataskala now wants to create these new positions so that the City may advertise, interview, and fill these new Parks and Recreation Department positions before the 2020 season begins: and

WHEREAS, Council for the City of Pataskala already approved, as part of the 2020 operating budget, funding for these positions.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PATASKALA, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF MEMBERS PRESENT CONCURRING THAT:

Section 1: Council for the City of Pataskala hereby creates and establishes the following positions and job descriptions:

- a. Head Life Guard (1)
- b. Life Guard (7)
- c. Aquatic Facility Assistant Pool Manager (2)
- d. Aquatic Facility Program Coordinator (1)
- e. Parks and Grounds Maintenance Worker (2)

The corresponding job description for each of these positions are attached hereto and incorporated herein by reference.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision-making bodies of the City of Pataskala which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.


Section 3: This Resolution shall take effect at the earliest time allowed by the Charter of the City of Pataskala.

ATTEST:


Kathy M. Hoskinson, Clerk of Council


Michael W. Compton, Mayor

APPROVED AS TO FORM:


Brian M. Zets, Law Director



CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Aquatic Facility Program Coordinator
HOURLY PAY RATE:	\$12.00-\$14.00
POSITION TERM:	Seasonal (non-permanent)
DEPARTMENT:	Parks and Recreation Department
POSITION REPORTS TO:	Parks and Recreation Manager
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION:

Basic Functions

Under the close supervision of the Assistant manager, performs public relations, performs varied duties associated with administration and implementing, coordinating, and supervising the City's swim lesson program and adult swim program. Supervision is exercised over swim instructors. May be required to work as a Pool Manager. Work requires flexible hours (mornings and evenings). Must have a working cell phone and email address for contact purposes. Performs other work as required.

Essential Functions

- Develops, schedules and supervises the Pool's Swim Lesson Program.
- Supervises the operation and maintenance of the main swimming pool during the Swim Lesson program.
- Prepares correspondence, keeps records and makes reports.
- Conduct class registration, maintains class attendance and course records.
- Ensures the safety of class participants.
- Selects, Trains, supervises and evaluates swim lesson personnel.
- Ensures that safety regulations and standards are followed.
- Enforce rules and regulations and department policy of proper facility use.
- Receives citizen complaints and inquires and takes or recommends appropriate action.
- Monitors and supervises swim lesson usage by patrons.
- Opens and secures facility for swim lessons.
- Performs general housekeeping practices in the aquatic facility.
- Performs duties as assigned by Pool Manager when necessary.
- Teaches swim lessons when needed.

- Ability to balance and maintain proper pool chemical levels and performs basic pool maintenance.

HOURS:

Ability to work during all scheduled pool lessons morning and evening

Safety

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping

Other Duties

- Other related duties as required or assigned by the Parks and Recreation Manager

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

- Must be 18 years of age
- Possess current Lifeguard Training, First Aid, and CPR-PR Certifications
- Open to become a certified pool operator
- Previous supervisory experience a plus
- Ability to work and enforce policy and procedure with no supervision
- Relate well with public and be highly reliable
- Attend regular in-services and meetings
- Ability to investigate and resolve citizen complaints and inquiries.
- Knowledge of public relations techniques
- Ability to establish and maintain effective working relationships with employees and the general public.
- Good knowledge of the techniques, materials and equipment used in the operations of a Swim Lesson Program.

All applications will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

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CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Aquatic Facility Assistant Pool Manager
HOURLY PAY RATE:	\$16.00
POSITION TERM:	Seasonal (non-permanent)
DEPARTMENT:	Parks and Recreation Department
POSITION REPORTS TO:	Parks and Recreation Manager
NUMBER OF OPENINGS:	Two (2)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION:

Basic Functions

Responsibilities include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, scheduling for staff, public relations, janitorial duties, limited pool maintenance including daily chemical analysis/testing, pool cleaning, cleaning of bathrooms & concession stand area, swim lessons, water aerobics and all other duties as necessary or required. This employee should have excellent organizational, communication, and public relation skills. This is a working supervisory position requiring weekend and holiday work.

Essential Functions

Duties include, but are not limited to, the following:

- Prepare all work schedules for employees making sure lifeguards are on duty at all times the pool is open
- Chemical analysis and application
- Ensure lifeguards follow all policies and procedures for employment
- Submit hours, days, & time worked for all employees under his/her direct supervision
- Ensure employees under his/her direct supervision are properly trained in their duties
- Hold monthly or as needed training & safety meetings for all employees under his/her direct supervision
- Track pool attendance, balance cash drawer
- Ensure proper operating condition of all equipment
- Handle first aid problems

- Maintain staff rotations and staff breaks
- Maintain discipline at the swimming pool facility and supervises all staff enforcing staff policies and rules
- Enforce the City of Pataskala Pool rules and regulations to staff and public
- Maintain positive public relations
- Document and report all disciplinary problems and accidents to the Parks Manager.
- Maintain a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed a minimum of 2 times per week, more as needed
- Set a positive example for the rest of the staff to follow
- Inform Administration when supplies are needed and if equipment needs repaired
- Schedule events held at the pool at times other than the regularly scheduled hours including swim lessons
- Check all gates and doors at closing time
- Meet with the City Council or Pataskala Park Manager as needed to provide information concerning pool operations
- Other duties as deemed necessary or as required.

Hours:

- Work pool operating hours 11am-10pm
- Work special events, community events, and pool parties

Safety

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping

Other Duties

- Other related duties as required or assigned by the Parks and Recreation Manager

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

- Must be 18 years of age
- Possess current Lifeguard Training, First Aid, and CPR-PR Certifications
- Previous experience a plus
- Able to obtain pool licensure within 60 of hire (Not required)
- Ability to work and enforce policy and procedure with no supervision
- Relate well with public and be highly reliable
- Attend regular in-services and meetings

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CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Aquatic Facility Lifeguard
HOURLY PAY RATE:	\$8.55-10.50
POSITION TERM:	Seasonal (non-permanent)
DEPARTMENT:	Parks and Recreation Department
POSITION REPORTS TO:	Parks and Recreation Manager
NUMBER OF OPENINGS:	Seven (7)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION:

Basic Functions

This aquatic facility is used for educational swimming, recreational swimming & play, lap swimming, and other special programs throughout the summer season, the Saturday before Memorial Day through Labor Day. Lifeguards are employed to supervise the aquatic area while the facility is in use. In addition, lifeguards are employed to perform any other assigned duties when not actively serving in the role as a lifeguard.

Essential Functions

Duties include, but are not limited to, the following:

- Work as a team to supervise the Pataskala Municipal Pool
- Perform basic maintenance
- Recognize and respond effectively to emergencies
- Responsible for coverage of assigned schedule
- Relate to public needs
- Prevent accidents and provide a safe and enjoyable swimming environment by implementing the rules of the facility
- Be a good role model and mentor to young swimmers
- Ability to teach swim lessons

HOURS:

- Work afternoon and evening shifts
- Work special events, community events, and pool parties

Safety

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping

Other Duties

- Other related duties as required or assigned by the Parks and Recreation Manager

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

- Must be 16 years of age
- Possess current Lifeguard Training, First Aid, and CPR-PR Certifications
- Previous experience a plus
- Ability to work and enforce policy and procedure with no supervision
- Relate well with public and be highly reliable
- Attend regular in-services and meetings

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CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Head Lifeguard
HOURLY PAY RATE:	\$10.50
POSITION TERM:	Seasonal (non-permanent)
DEPARTMENT:	Parks and Recreation Department
POSITION REPORTS TO:	Parks and Recreation Manager
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION:

Basic Functions

In addition to those functions and responsibilities of a general lifeguard, work under the close supervision of the Pool Manager, to ensure effective performance of all lifeguards, confirm all certifications are current, hold in service training as directed, and perform facility inspections in and around the pool to ensure the safety of patrons and enforcement of rules and policies.

Essential Functions

Duties include, but are not limited to, the following:

- Serve as a leader to supervise the Pataskala Community Pool
- Ensures the swimmers and patrons are well supervised; fills in where necessary
- Orients new lifeguards to job duties and responsibilities; Ensures training is adequate and up to date
- Schedules, coordinates and conducts in service training; Ensures all lifeguards are competent in CPR, First Aid and water rescue techniques
- Assists with scheduling of lifeguards to ensure adequate coverage and monitors lifeguard performance in conjunction with safety regulations and pool policies
- Advises Pool manager of needed maintenance, supplies and repairs;
- Is trained in the mechanical aspects of the pool operations including backflushing, chemical changes and water quality levels and corrections
- Serves as a good role model and mentor to young swimmers

HOURS:

Be available afternoon and evening shifts

Work special events, community events, and pool parties

Be available during weekends and holidays

Safety

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping

Other Duties

- Other related duties as required or assigned by the Parks and Recreation Manager

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION**TRAINING AND EXPERIENCE**

- Must be 18 years of age
- Possess current Lifeguard Training, First Aid, and CPR-PR Certifications
- Open to become a certified pool operator
- Previous experience a plus
- Ability to work and enforce policy and procedure with no supervision
- Relate well with public and be highly reliable
- Attend regular in-services and meetings
- Ability to investigate and resolve citizen complaints and inquiries.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Red cross Water Safety Instructor (WSI) ability to teach all skill levels. Must possess current certificates in American Red Cross CPR for the professional

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CITY OF PATASKALA, OHIO POSITION DESCRIPTION

POSITION TITLE:	Parks and Grounds Maintenance Worker
HOURLY PAY RATE:	\$12.00-\$15.00
POSITION TERM:	Seasonal (non-permanent) 25 Weeks. Up to 40 hours
DEPARTMENT:	Parks and Recreation Department
POSITION REPORTS TO:	Parks and Recreation Manager
NUMBER OF OPENINGS:	Two (2)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION:

Essential Functions

- Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of buildings, grounds and parks using hand, power or riding mower; trims and edges around walks, flower beds, walls, etc.
- Perform minor repairs and routine maintenance procedures on equipment utilized for parks maintenance.
- Clean restroom facilities and pick up litter around parks
- Prepare and maintain athletic fields and related facilities. (Soccer and Baseball/Softball Facilities)
- Assist pool grounds maintenance and operations

Building and Vehicle Maintenance

- Assists in inspecting designated City facilities/grounds and operational equipment

Equipment Operation

- Operates a variety of equipment used in the above work, including trucks, riding mower, blowers, edger's and weed trimmers, skid steer, tractors and other turf management equipment.
- Commercial Driver's License preferred but not required

Safety

- Follows established safety procedures

- Reports unsafe conditions to supervisor
- Assists with department housekeeping including storage of tools and equipment

Other Duties

- Other related duties as required or assigned
- Be available for community events and recreation programs when needed

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

- High school diploma or GED equivalent
- Must have good verbal communication skills
- Knowledge of operation and maintenance of job-related vehicles, machinery, tools, and equipment
- Outdoor landscaping skills
- Ability to be proactive and work independently
- Ability to work courteously with elected officials, other City employees and the general public, including the bereaved

SPECIAL REQUIREMENTS

- Must be 18 years or older

PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS

- Must be able to perform heavy labor for extended periods of time in adverse weather conditions

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